

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-06-R002

POSITION: Program Analyst, DS-343-12

OPENING DATE: 10-12-05

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL FILLED"

FIRST SCREENING DATE: 10-22-05

SALARY RANGE: \$56,949 - \$58,770

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), OD, CISA

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years

☐ Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

☒ This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

☐ This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent documents the sequence of actions to specific approaches and any system interrelationships, as would be affected during designing and implementation. Reviews and evaluates projects to ensure that they are in alignment with program goals and priorities, agency direction, and agency standards. Provides ongoing system analysis support for developers and users. Consults with users to identify current operating procedures and clarify program objectives. Formulates plans and outlines steps to develop programs, using structured analysis and design techniques. Prepares flowcharts and diagrams to illustrate the sequence of steps developers must follow and to describe logical operations involved. Assists in program analysis. Provides detailed written action plans and submits analytical specifications for project specification. Tests computer programs in system, acceptance, and pre-production databases. Drafts manuals for users for system application or future enhancements. Plans and develops technology strategies, as well as designs solutions that align with agency strategic directions and standards. Identifies opportunities for capitalizing on revenue maximization and federal reporting. Monitors program performance after implementation of program (coding). Participates in regularly scheduled meetings with Application or Information Report Supervisor to discuss business practice and workflow. Ability to plan and coordinate multiple projects simultaneously. Ability to identify problems, gather information and analyzes the requirements.

### **QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of federal and local child welfare and neglect laws e.g. the Adoption and Safe Families Act, Prevention of Child Abuse and Neglect Act of 1997, Adoption and Foster Care Analysis Reporting System, and/or the National Child Abuse and Neglect Data Systems;
2. Thorough knowledge of theory and techniques of business management analysis would be evidenced by a Bachelor's Degree in Information Systems, business or related field or a Masters degree in Public Policy or related field;
3. Thorough knowledge of the child welfare programs, policies and procedures and business processes, and how those business processes are supported by an automated information system;
4. General knowledge of the operating characteristics of a computer system to monitor the application of recommendations resulting from analyses; and
5. General knowledge of the structure, goals and objectives of a child welfare organization.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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<b><u>MAIL TO:</u></b>	<b>Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b><u>WALK-INS:</u></b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b><u>TO APPLY:</u></b>			
<b><u>FAX TO:</u></b>	<b>(202) 727-5750</b>	<b><u>WEB SITE:</u></b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b><u>EMAIL TO:</u></b>	<b><a href="mailto:cfsajobs@cfsa-dc.org">cfsajobs@cfsa-dc.org</a></b>	<b><u>TELEPHONE:</u></b>	<b>(202) 724-7373</b>

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

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